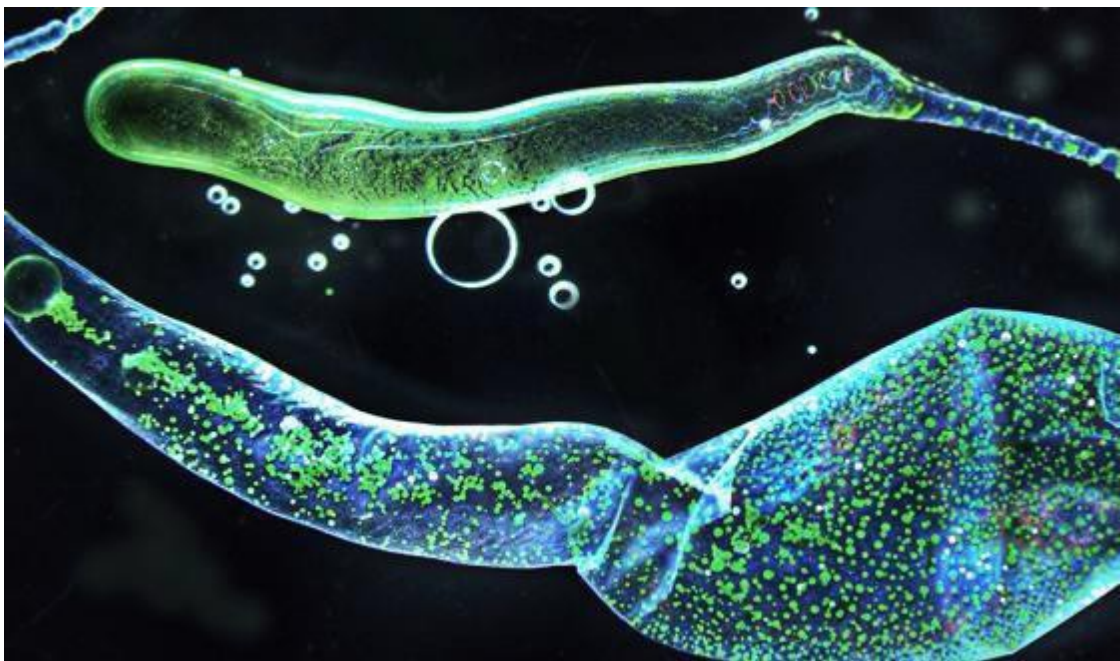


College of Natural Sciences

Student Handbook 2020



People's Choice – Visualizing Science 2015

The algae, *Boergesenia forbesii*, has balloon-shaped cells filled with fluid. These balloons are single cells that can grow to be about 3 cm long and can rapidly divide to form hundreds of smaller new cells in just a few hours when wounded. These algae have been used to study wound responses in cells. – [Culture Collection of Algae](#).

Dean's Welcome



Welcome to the college of Natural Sciences! We celebrate scientific exploration and meaningful learning experiences, and our motto is “Discovery Starts Here”. I want to congratulate you on the achievements and hard work that has brought you to The University of Texas at Austin.

As you embark on a new chapter, your College has a number of resources, opportunities and people who can help you succeed here at UT Austin. This handbook provides important information and I encourage you to use it and begin thinking now about the challenges you will embrace while you are here, from joining a research lab to finding a study abroad program to leading a student organization, just several examples among the many possibilities open to you on the Forty Acres. Use this time to explore and to discover. Opportunities like these will help you get the most out of an extraordinary time in your life – your four years of college.

True to Texas form, UT Austin can seem very large. Although the campus is big, it's important to us that you receive individual attention and feel at home in the College. That is why we will connect you to a first-year student community, with personalized advising, mentors, and a peer group who can help you navigate through challenges that arise.

If there is ever a time when you feel you are getting lost in the shuffle, please remember that the College of Natural sciences is your home. On the first floor of W.C. Hogg, you'll find student advising and other resources to help you address concerns. Our office of undergraduate education is a tremendous resource and a champion for our students. Keep an eye out for emails from me each week with announcements and encouragement, and remember that we are here to ensure you have the support and assistance you need on your academic journey.

David Vanden Bout
Associate Dean for Undergraduate Education

TABLE OF CONTENTS

Telephone and Web Directory (5)

- Natural Sciences Advising, Departments & Special Programs Center
- University Phone Numbers
- Helpful Website Information

College of Natural Sciences Student Services (9)

Student Services Division

CNS Advising Services

- Center for First-Year Advising (CFYA)
- Health Professions Office
- Career Services Office
- Records Office
- Scholarships and Financial Assistance

College Academic Programs (10)

- Dean's Scholars Program
- Biology Scholars
- Polymathic Scholars
- Health Sciences Honors
- Cornerstones (FIGs)
- Freshman Research Initiative (FRI)
- International Study
- Texas Interdisciplinary Plan (TIP)
- Turing Scholars
- Undergraduate Research Program (TIDES)
- UTeach
- Women in Natural Sciences (WINS)

Honors Center

CNS Student Organizations

The University of Texas Student Services (12)

Office of the Dean of Students

University Health Services

Other Student Resources

- Stem Study Center
- Legal Services for Students
- Ombudsperson
- Undergraduate Writing Center
- MyUT
- Sanger Learning Center

UT Austin Academic Policies and Procedures (15)

- Add/Drop/Withdraw
- OTE
- Repetition of a Course
- Grade Replacement
- Academic Dishonesty
- Change Grade Status to/from Letter Grade
- Change of Major
- Concurrent /Dual Enrollment
- Full-time Student Status
- Flat Tuition Policy and Four-Year Graduation Rates
- Incompletes
- Maximum Semester Hours
- Scholastic Probation, CNS Grade Contract, Dismissal
- Testing
- Transfer Courses
- Tuition Rebate
- Residency Requirements
- E-Mail & SAN

Academic Advising

First-Year Student Information (20)

- College Readiness
- Registration Information
- Sample Schedule
- Things You Think Everyone Knows But You
- Tips from current students
- Glossary



TELEPHONE AND WEB DIRECTORY

NATURAL SCIENCES ADVISING CENTERS

<u>CNS Dean's Office, Student Division</u>	WCH 1.106	512-471-4536	CNSinfo@austin.utexas.edu
<u>Center for First-Year Advising</u>	WCH 1.106	512-471-3796	
<u>Biosciences Advising</u>	MBB 1.220	512-471-4920	
<u>Chemistry</u>	BIO 404	512-471-3097	
<u>Computer Science</u>	GDC 2.702	512-471-9509	
<u>Health Professions</u>	PAI 5.03	512-471-3172	hpo@austin.utexas.edu
<u>Human Ecology</u>	GEA 37	512-471-7219	
<u>Math, Physics & Astronomy</u>	RLM 4.101	512-471-0900	
<u>UTeach</u>	PAI 4.02	512-232-2770	

NATURAL SCIENCES SPECIAL PROGRAMS

<u>Cornerstones</u>	WCH 1.106	512-471-4536
<u>Freshman Research Initiative</u>	PAI 3.04	512-232-9358
<u>Honors</u>	PAI 3.04F	512-471-1094
<u>International Study</u>	PAI 3.04	512-232-9358
<u>Texas Interdisciplinary Plan (TIP)</u>	FAC 334	512-232-6493
<u>Turing Scholars</u>	GDC 2.702	512-471-9523
<u>Undergraduate Research</u>	PAI 3.04	512-232-9358
<u>Women in Natural Sciences</u>	PAI 5.60	512-232-1062

HELPFUL WEBSITE INFORMATION

Academic Calendar
Automated Transfer Equivalency System
Colleges/Schools/Departments
Computer Facilities, IDs and Accounts
Course Schedule
Course-Instructor Surveys
Credit by Exam and Placement Tests
MyUT
Registrar's Online Services
Rules & Regulations Regarding Academic Dishonesty
Student Organizations
UT Electronic Identifier (UT EID)

NATURAL SCIENCES DEPARTMENTS

Astronomy

RLM 15.204

512-471-0481

black@austin.utexas.edu

Biology/Biochemistry

MBB 1.220

512-471-4882

biology@austin.utexas.edu

Chemistry

BIO 404

512-471-1567

undergraduates@cm.utexas.edu

Computer Science

GDC 2.702

512-471-9509

under-info@cs.utexas.edu

Human Ecology

GEA 37

512-471-7219

headvising@austin.utexas.edu

Math

RLM 4.101

512-471-0900

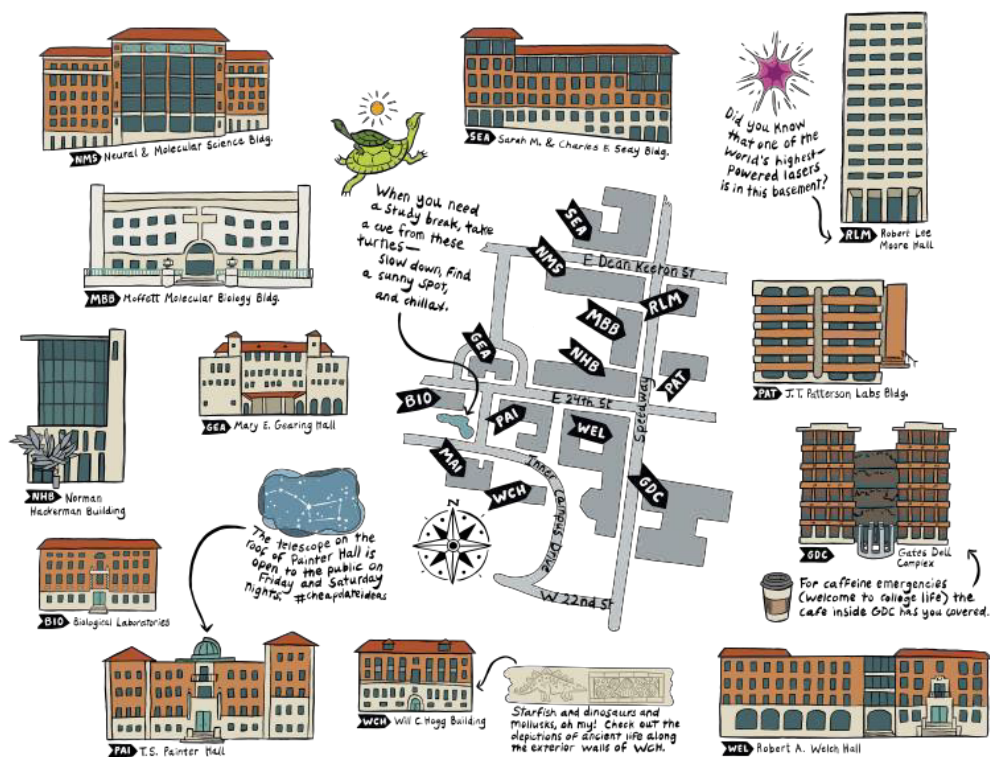
mpadv@austin.utexas.edu

Physics

RLM 5.214

512-471-8856

ugaffairs@physics.utexas.edu



UNIVERSITY PHONE NUMBERS

<u>Admissions</u>	<i>JHH</i>	512-475-7440
<u>Counseling & Mental Health Center</u>	<i>SSB, fifth floor</i>	512-471-3515
<u>Dean of Students</u>	<i>SSB 4.400</i>	512-471-1201
<u>Housing & Food Service</u>	<i>KIN</i>	512-471-3136
<u>Instructional Assessment & Evaluation</u>	<i>BWY 100</i>	512-232-2662
<u>IT Help Desk</u>	<i>FAC 200-B</i>	512-475-9400
<u>Legal Services</u>	<i>SSB 3.410</i>	512-471-7796
<u>Recreational Sports</u>	<i>GRE 2.200</i>	512-471-3116
<u>Registrar</u>	<i>MAI 1</i>	512-475-7575
<u>Sanger Learning Center</u>	<i>JES A332A</i>	512-471-3614
<u>Services for Students with Disabilities</u>	<i>SSB 4.104</i>	512-471-6259
<u>Student Accounts Receivable</u>	<i>MAI 4</i>	512-475-7777
<u>Student Financial Services</u>	<i>SSB 3.200</i>	512-475-6282
<u>Study Abroad Office</u>	<i>PAI 3.04</i>	512-232-9358
<u>Texas Success Initiative Office (TSI)</u>	<i>FAC 22</i>	512-471-8277
<u>University Health Services</u>	<i>SSB 2.212</i>	512-471-4955
<u>University Police</u>	<i>UPB</i>	512-471-4441
<u>General Information</u>		512-471-3434



**Student Division, Office of the Dean
COLLEGE OF NATURAL SCIENCES**

Student Services Division

WCH 1.106

512-471-4536

CNSinfo@austin.utexas.edu

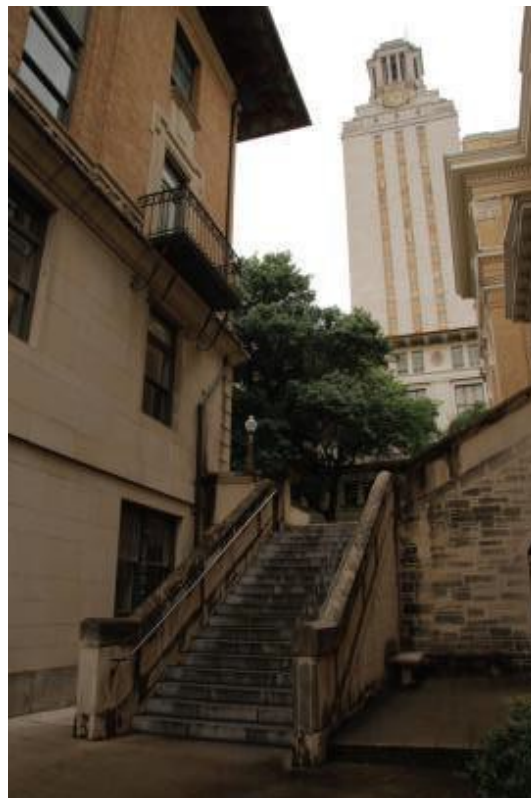
<http://cns.utexas.edu>

The home of the Student Division of the College of Natural Sciences is located on the first floor of W.C. Hogg. Many issues relating to your academics are handled through this office. If you have a non-academic problem that is affecting your grades, contact us at once.

Some reasons to come to the CNS Dean's Office are:

- Obtain help with academic or non-academic problems
- Change majors (within CNS)
- Withdraw from the University
- Drop a course *
- Change class to a pass/fail or letter-grade status*
- Register for more than 17 hours (14 in summer)*
- Late register after 12th class day
- Register as an undergraduate student in a graduate course
- Submit academic and non-academic appeals

* Service also available at individual advising centers.



CNS ADVISING AND STUDENT SERVICES

Center for First-Year Advising

WCH 1.106

EMAIL

512-471-3796

The Center for First Year Advising Center provides first-year students with individualized developmental advising when they meet with an advisor to create an academic plan and develop career goals. The Center for First-Year Advising Center is also responsible for Summer Orientation and Gone to Texas, other activities and programs will also be offered during the first year.

Health Professions Office

PAI 5.03

EMAIL

512-471-3172

The Health Professions Office (HPO) serves as an information hub for connecting the UT Austin community with Health Professions Schools and programs. Pre-Health Professions Coaches provide insight to students so they can make informed decisions as they progress towards their goals. The HPO offers strategic guidance and resources to help students explore options in a supportive environment. Pre-Health Professions Coaches and Peer Mentors are available to help students determine school admission requirements, coach through health career options and alternatives, and provide information about professional schools in Texas, across the country and around the world. Pre-Health Professions Coaches also hold several Q&A sessions on topics regarding professional school application and interviewing procedures. HPO has a variety of appointment types and events.

Career Services

PAI 5.03

EMAIL

512-471-6700

Career Services is a place for College of Natural Sciences students to explore the next phase of their lives. Whether you are planning on going to graduate school or finding that perfect job, Career Services is here to assist. We are here to provide you with the resources that you need to help decide what career path is right for you so you can get out there and put your education to work! We have a wonderful website where you will find many resources. Visit our website to begin your journey and also to schedule an appointment.

Student Records Office

PAI 5.39

EMAIL

512-232-1065

Student Records supports Natural Sciences undergraduates in their academic endeavors throughout their college careers, from providing administrative support that shapes the degree requirements to certifying students as graduates. Contact the office about:

- Grade changes
- Petitions to substitute coursework for degree requirements (petitions are submitted by academic advisors)
- Transferring coursework close to the graduating semester
- Certification of veteran benefits
- Certification of graduation
- Invitation to attend graduation (for family members seeking visas to attend)
- Assistance with obtaining full-time status for half-time enrollment (graduating semester only)
- Graduation ceremonies

For information about graduation, see: <https://cns.utexas.edu/students/degrees-majors-advising/graduation>

CNS SCHOLARSHIPS AND FINANCIAL ASSISTANCE

The College of Natural Sciences invites all CNS undergraduates to submit the CNS Common Scholarship Application every spring. Most CNS departments also have their own awarding process for undergraduate scholarships available to students in specific majors or programs. Students are also invited to submit the university scholarship application through the Office of Student Financial Services every year. There are many opportunities for students to apply for scholarships throughout their four years on the Forty Acres.

The College of Natural Sciences looks at a variety of factors when making scholarship decisions. Scholarship decisions are based on items such as but not limited to merit, leadership, community service and/or need. Since scholarship funding comes from various sources, criteria used to make scholarship selections can vary too. Please visit the [College's scholarship website](#) for more information.

Feel free to contact the CNS Scholarship Coordinator, Adrienne Chacon-Posey (scholarships@cns.utexas.edu), with your scholarship questions.

COLLEGE ACADEMIC PROGRAMS

Dean's Scholars Program **PAI 3.04** **EMAIL** **512-471-1094**

Dean's Scholars Honors is a 4-year program in which students earn a Bachelors of Science that is designated as an honors degree in any of the majors offered by the College of Natural Sciences. The program provides the opportunity for superior students representing diverse majors to interact with each other through academic pursuits and frequent informal social activities. Dean's Scholars are trained in research methods and develop their own research projects and honors theses under the direction of faculty at the forefront of scientific discovery.

First-Year Interest Groups (FIGs) **WCH 1.106** **EMAIL** **512-471-4536**

First-year interest groups (FIGs) are one of the simplest and most comprehensive ways that the University provides first-year students with a small community of friends, colleagues and mentors to help them adjust to campus life. FIG students take between 2-4 classes together with a "cohort" of no more than 25 other first-years. In addition, they attend a one-hour weekly seminar facilitated by a peer mentor and an advisor from the college.

Freshman Research Initiative **PAI 3.04** **512-232-9358**

The Freshman Research Initiative offers first-year students the opportunity to initiate and engage in authentic research experiences in chemistry, biochemistry, nanotechnology, molecular biology and computer sciences while being supported and mentored by faculty and graduate students.

International Study **PAI 3.04** **EMAIL** **512-232-9358**

The Office for Honors, Research, and International Study (OHRIS) aids Natural Sciences majors in amplifying their regular course of study through study abroad. The University has agreements with hundreds of colleges and universities around the world that allow students to take classes abroad. Opportunities include Maymester courses, which are four and a half week study abroad programs led and taught by UT faculty members.

Texas Interdisciplinary Plan (TIP) Scholars **FAC 334** **EMAIL** **512-232-6493**

TIP Scholars is a small academic community for first-year students admitted to the College of Natural Sciences at the University of Texas at Austin. The overall objective is to provide a supportive but challenging environment where successful high school students can continue their excellence as successful college students.

Turing Scholars **GDC 2.702** **EMAIL** **512-471-9509**

The Turing Scholars Program is an honors program for outstanding computer science undergraduates. The program combines the advantages of a small college – small class sizes, close interaction with faculty, and honors housing – with the advantages of a large research university, including a large variety of undergraduate and graduate courses, and ample opportunities for interdisciplinary studies.

Undergraduate Research Program (TIDES) **PAI 3.04** **EMAIL** **512-232-9358**

One of the greatest opportunities a major research university can offer its undergraduates is the chance to participate in front-line research in faculty laboratories. The College holds an annual Undergraduate Research Forum for students to present poster and oral presentations to their student colleagues, faculty, and to representatives from industry.

UTeach **PAI 4.02** **EMAIL** **512-232-2770**

UTeach is a collaborative program of the Colleges of Natural Sciences and Education that prepares and supports secondary mathematics, science, and computer science teachers at UT Austin. UTeach not only trains students to teach, but it puts them in the classroom from their first semester in the program and it provides support to graduates after they've gone out into the public schools to teach.

Biology Scholars Program (BSP) **EMAIL** **512-471-3796**

BSP is designed to support and enrich biology and biochemistry majors who are pursuing a career in the health professions. Students take classes together, get weekly mentoring, and attend social and volunteer events throughout the school year.

Women in Natural Sciences **PAI 5.60** **EMAIL** **512-232-1062**

WINS is a program designed to promote the recruitment, retention, and success of female scientists at all levels throughout the College of Natural Sciences.

HONORS

The College has several honors programs that require students to complete a specific course of study (on top of the requirements for their major) that lasts the duration of their college career and culminates in a research-based thesis. The College-wide honors programs are Dean's Scholars, Health Science Scholars, and Polymathic Scholars. Department-specific programs include Turing Scholars, and Human Ecology Honors, which includes the two degree programs for Honors in Advanced Human Development and Family Sciences and Honors in Advanced Nutritional Sciences.

Each of the departments in the college offers a way for its students to earn Departmental Honors.

- On Honors Day each spring, the university and the college celebrate outstanding students as College Scholars (cumulative GPA of 3.5) and Distinguished College Scholars (cumulative GPA of 3.8). These students are recognized at the Honors Day convocation.
- At the end of every semester, the university recognizes students who've excelled that semester, achieving a GPA of at least 3.50, by including them on the University Honors List. Their achievement is also noted on their semester grade report.
- At graduation every year, the top 20% of the class is recognized as graduating with University Honors. The top 10% receive High Honors, and the top 4% receive Highest Honors.
- At graduation every year the college recognizes its Dean's Honored Graduates, who are selected from the top 1% of the graduating class and who are honored for their academic excellence and outstanding contributions outside classroom.
- Last but not least, high-achieving students are eligible to join various Honor Societies, which are student-run organizations.

The [CNS Honors Center website](#) at has additional information.



STUDENT ORGANIZATIONS

There are almost 800 registered student organizations on campus with nearly 50 registered with Natural Sciences. These organizations serve academic and service missions within the College. To get more information about Natural Sciences organizations that interest you, visit the [CNS Student Organization website](#).

Questions and comments about CNS student organizations can be directed to Elizabeth Morgan cnsstudentlife@austin.utexas.edu



Natural Sciences Council

The Natural Sciences Council is the official student council for the college and it provides a student voice to administration, faculty, and staff within the college. Additionally, NSC provides wonderful opportunities for students to meet and share interests with their peers by hosting events such as leadership workshops, faculty lunches, career panels and networking events, Natural Sciences Week, and a yearly CNS talent show.

Council for Diversity Engagement

PAI 5.60

EMAIL

The Council for Diversity Engagement seeks to help create an inclusive environment for Black and Latino students in CNS. The council works with Dean Vanden Bout to address issues related to the support and success of historically underrepresented communities in the college. In order to enhance the exchange of experiences between different cultures and communities, the CDE hosts events throughout the year including alumni networking meetings, community lunches, and the annual Aspire Banquet.

THE UNIVERSITY OF TEXAS STUDENT SERVICES

The Office of the Dean of Students

The Office of the Dean of Students is located in SSB 4.400. There are a variety of reasons for students to visit the Office of the Dean of Students during their time at the University. At UT, there is a distinction between the Dean's Office for the College of Natural Sciences, which is located in W. C. Hogg, and the Office of the Dean of Students, which deals with university related issues. The program areas for the Office of the Dean of Students include:

- Sorority and Fraternity Life
- Legal Services for Students
- Legislative Student Organizations
- Student Activities
- Student Emergency Services
- Student Conduct and Academic Integrity

For more information on the programs and services offered by the Office of the Dean of Students, visit their [website](#).



 **TEXAS Science**

UNIVERSITY HEALTH SERVICES

These offices offer many services beyond what is listed. We encourage you to explore their websites for full information and resources.

University Health Services

SSB 2.212

512-471-4955

The Student Health Center staff sees students for a variety of health problems. The Women's Health Clinic is available for specific women's or family healthcare. Classes and workshops are offered in many different areas including alcohol and other drug use, nutrition, weight management, prevention of sexually transmitted diseases, etc.

Student Health Insurance

SSB 2.112

512-471-1040

All students are urged to have health insurance coverage. Students who are not covered by their insurance policies or by other policies can access an optional plan selected by the UT System. For more parent's information, call the UHS Student Health Insurance representative at the above phone number.



Pharmacy

SSB 1.110

512-471-1824

For UT students the UHS Pharmacy can fill any valid prescription written by a healthcare provider licensed to practice in the United States. Payment can be made by many options, including many prescription drug insurance plans. UHS pharmacists provide individual counseling about how to take prescription medications, any potential side effects, and drug interactions. A variety of over-the-counter products are available for purchase.

Health Promotion Resource Center

SSB 1.106

512-475-8252

The UHS Health Promotion Resource Center helps UT students get and stay healthy with a rich variety of resources. Most services are free to UT students. Classes and workshops related to wellness and college life are offered throughout the academic year. Students can research health topics, search a lending library, and find class schedules at the Resource Center website.

Counseling and Mental Health Center

SSB 5th floor

512-471-3515

The Counseling & Mental Health Center (CMHC) is committed to serving students by providing counseling, psychiatric, consultation, and prevention services that facilitate students' academic and life goals and enhance their personal growth and well-being. Students can call or walk into the Center between 8 AM and 5 PM Monday through Friday to schedule an initial consultation. Individual counseling, group therapy, and a Mind/Body Lab are some of the available services.

Telephone Counseling

512-471-2255

Telephone counseling is a confidential service of the CMHC. It offers an opportunity for students to talk with trained counselors about their problems and concerns. A counselor is available 24 hours a day, every day of the year, including holidays.

Non-academic Counselors

WCH 1.106

512-471-4536

The non-academic counselors see students who are experiencing non-academic, or personal issues. They can provide students with information and referrals to UT resources, and other resources in the community. They may be able to provide notification to professors when non-academics impact attendance and/or performance, if contacted immediately, and where appropriate. They will consult with students about options regarding classes, if the non-academic issue is having an impact on classes/course work. They can assist with Medical and Non-academic drops/withdrawals. Additionally, they handle the appeals for drops and withdrawals after the drop deadline, where appropriate. Any student wishing to withdraw from all of their classes will meet briefly with a non-academic counselor to complete the paperwork.

OTHER STUDENT RESOURCES

The University supports many additional resources for students.

Legal Services for Students

SSB 4.104A

512-471-7796

The mission of Legal Services is to provide quality legal counseling and representation to all currently enrolled UT Austin students that will enable the students/clients to assess the merits of their concerns and determine the most appropriate responses. Consultations are on an appointment basis. Please refer to the website for more information.

Ombudsperson

SSB G1.404

512-471-3825

Staffed by students, this office assists students in resolving problems, complaints, and concerns. The office operates independently of administrative authorities.

Undergraduate Writing Center

FAC 211

512-471-6222

The Undergraduate Writing Center provides individual, professional advice on all aspects of writing to UT undergraduates on a drop-in basis or by appointment. The services are intended to help students become better writers. There is no guarantee of better grades, nor are essays proofread or edited. Students are shown how to focus, develop, and strengthen their own writing skills.

MyUT

MyUT is an interactive website that provides students with access to University services anytime, anywhere. Some services available are class schedules, grade history, financial summary, housing information, tuition and fees, registration times and advising resources.

Sanger Learning Center

JES A332A

512-471-3614

Sanger Learning Center serves students in a variety of ways to maximize their academic potential and help them to increase their efficiency in studying college subjects. Free workshops, labs and classes help students master learning strategies and time management skills. Drop in tutoring is available for entry-level mathematics, physics and chemistry courses. One-on-one appointment tutoring is also available for many lower-division UT Austin classes. Individualized consultations for graduate student writing projects are also available.



ACADEMIC POLICIES AND PROCEDURES

See the [General Information](#) bulleting for all University policies.

It is essential to your academic success that you understand policies and procedures related to your academic performance.

ADD/DROP/WITHDRAWAL

The College of Natural Sciences (CNS) uses the [UT calendar](#) (listed in the Course Schedule) for purposes of registration, adding and dropping courses, and withdrawing from The University.

- Day 1 – 4, add classes on-line
- Day 5 – 12, add in the departments (at their discretion)
- Day 1 – 12, drop on-line
- Day 13 on, go to WCH 1.106 or your advising center

Dropping a class up to the 12th class day results in tuition money refunded if the drop is to a different level on the flat-rate tuition scale, and classes do not appear on the permanent record. Not attending or lack of pre-requisites does not automatically drop you from classes or withdraw you from UT; you need to do that yourself through the CNS Dean's Office. Always double-check your final schedule before 5 pm on the 12th class day.

After Day 12 transactions can be initiated in the CNS Dean's Office (WCH 1.106) or in the students' assigned major advising center.

On Days 13 – published mid-semester deadline (exact dates are on the [University calendar](#) in the Course Schedule), student may initiate the drop form in the CNS Student Division, WCH 1.106 or the assigned advising center. The form will require an advisor's signature. Students dually enrolled in two colleges, must receive final approval from both Dean's Offices (Student Division). International students must receive a signature from the International Office. Form must be returned to the CNS Student Division by the deadline day. No refunds are given, "Q" will show up on students' transcript.

Day after mid-semester deadline – last class day. **OTE:** Undergraduate students will be allowed to drop a single class or withdraw from the University after the deadline to drop or withdraw for academic reasons under the provisions of the One-Time-Exception (OTE). The OTE may be invoked only once during the student's entire undergraduate career regardless of college the student was enrolled in at the time the exception was allowed. The OTE does count towards the Q-Drop limit. See the provisions [here](#).

In accordance with section 51.907 of the Texas Education Code, a student may drop no more than six classes for academic reasons during his or her undergraduate career. This rule applies to all students who entered a public Texas institution of higher education as first-time undergraduates in the Fall semester 2007 or later. Speak to your academic advisor if you have any questions about the drop limit.

Withdrawal from the University is done after a student has completed registration for a semester or summer session, and then decides not to attend any classes that semester or session.

You cannot withdraw on-line. You must do this in the CNS Student Division, WCH 1.106 and a brief meeting with a non-academic counselor is required. If it is not possible to come to the office, please call (512) 471-4536. During the first four weeks of class there is a pro-rated refund for withdrawing from school. A full refund, less \$15.00, is ONLY given if a student withdraws prior to the first day of class. Failure to properly withdraw results in failing grades in all semester coursework. Leaving UT without a formal withdrawal is the same as failing all classes and has the same consequences.

After the final deadline, students may not drop or withdraw unless 1) they are eligible to use the OTE (see below); or 2) there are serious non-academic circumstances, which occurred after the Q/F deadline date. Appeals will only be considered for documented, non-academic reasons. Contact the CNS Dean's Office, WCH 1.106, (512) 471-4536 for non-academic issues.

REPETITION OF A COURSE

No student may enroll in any course offered in the College of Natural Sciences more than twice, even if the course is needed to meet degree requirements, without petitioning (Third Time Repeat) with a substantial reason. A symbol of Q or W counts as enrollment in a course unless it has been approved by the Dean's office for nonacademic reasons.

GRADE REPLACEMENT

There is no grade replacement policy at The University of Texas at Austin. If a student repeats a course, both grades will appear on the student's transcript and both will be calculated into the student's overall GPA.

ACADEMIC DISHONESTY

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, using, buying, stealing, and/or divulging the contents of an examination, removing a test from the examination room, substituting for another person, having someone take a test for you, misplacing or damaging property of the University or destroying information so another student may not have materials, falsifying research data, misrepresenting facts including providing false grades or resumes, presenting someone else's work as one's own academic work and falsifying academic records. A full and comprehensive statement about what constitutes academic dishonesty can be found in the [General Information](#) bulletin. The Student Judicial Services office in the Office of the Dean of Students has the responsibility for following up and making the final determination.

CHANGE OF MAJOR

Students within the College of Natural Sciences may change their majors in WCH 1.106. Some majors require students to attend an information session prior to changing majors. Students transferring to another college go to the Dean's Office of that college by the 8th class day in a long session or the 4th class day in summer in order for the change to be in effect for the current semester. Some colleges require students to apply for entrance. More information can be found [here](#).

CONCURRENT/DUAL ENROLLMENT

Concurrent enrollment refers to being enrolled at UT Austin and to another educational institution or UT Extension (classroom or online) at the same time. The College of Natural Sciences does not permit concurrent enrollment in math or science courses during the fall and spring semesters.

DOUBLE MAJOR

A student must have completed 30 hours in residence at UT before being eligible to add a second major.

FULL-TIME STUDENT STATUS

To be a full-time student, you must register for, and be enrolled in, a minimum of 12 hours at UT during the fall and spring semesters. Full-time status is usually necessary to receive financial aid, live in on-campus housing, compete on a University athletic team, be covered under parents' health or car insurance or meet international student visa requirements. If full-time status becomes a hardship for non-academic reasons, please see your academic advisor or contact the CNS Student Division for a CNS counselor.

FLAT-RATE TUITION & FOUR-YEAR GRADUATION RATES

Your tuition and fee bill will be calculated based on a 14-hour semester course load. The policy was implemented to encourage an increase in the four-year graduation rate. Four year degree plans are available online at ['Degree, Majors & Advising'](#). Please see your academic advisor for more information.

INCOMPLETES (X's)

Students who are unable to complete the semester because of non-academic reasons should discuss this situation with their professors or contact a CNS counselor. Under certain situations an incomplete grade (X) may be given at the discretion of the instructor, and if it meets The University criteria for incomplete. However, note that an incomplete must be resolved by the end of the following long semester or a grade of "F" is automatically assigned. An incomplete does not allow a student to repeat an entire course. A student should not re-register for a course to finish an incomplete.

MAXIMUM SEMESTER HOURS

Students may take a maximum of 17 credit hours in a Fall or Spring semester. If a student wishes to carry more than 17 hours, the student's academic advisor must grant approval. During summer a student can take up to 14 hours with no more than 8 hours in either summersession.

SCHOLASTIC PROBATION, CNS GRADE CONTRACT, AND DISMISSAL

Students whose GPA is less than 2.00 are placed on scholastic probation by The University. In CNS, a student on probation must submit a CNS Grade Contract every Fall or Spring semester his/her GPA is less than 2.00. The College will continue a student who completes the requirements of the Contract. If a student does not meet the requirements, he/she will be dismissed from The University. The exception to this policy is when a student earns 12 hours of failing grades in his/her first semester. This results in an automatic dismissal after the first semester.

Students dismissed for the first time are automatically eligible to return to The University after being away for one long semester. However, if attending another college or university, students should contact the UT Office of Admissions about the GPA requirement to be able to return to UT. A second dismissal lasts 3 years and requires permission from the CNS Dean's Office to return to The University. A student dismissed for the third time may not apply for readmission.

TESTING

Placement tests can be taken at UT Austin through Instructional Assessment and Evaluation. Test Schedules and other information are available at: <http://www.utexas.edu/about/academic-experience>

In order to receive credit for testing, a student must complete an online petition. Do not claim credit until you have been at UT for at least one semester and have talked with an academic advisor. A student can claim credit for an exam at any time prior to his/her senior year. A student may also elect not to claim any credit. Placement credit could affect eligibility for Tuition Rebate (see below).

TRANSFER COURSES

Many students transfer academic credit from other colleges. Speak to your advisor if you plan to take courses at another institution. Information about how coursework transfers to UT from schools in Texas can be found using the Automated Transfer Equivalency system (ATE). Students transferring courses from out-of-state schools should go to the Office of Admissions. Any courses completed at another educational institution MUST be transferred to UT.

TUITION REBATE

An undergraduate may be eligible for a tuition rebate of up to \$1,000 if, at graduation, he or she has attempted no more than three semester hours beyond the minimum number of hours required for the degree. Credit by exam hours could make you ineligible. Discuss this with your advisor before claiming credit. See further details here.

RESIDENCY REQUIREMENTS

Candidates for all undergraduate degrees must complete at least 60 semester hours of coursework in residence at The University. A transfer student who has completed a substantial amount of transferable, degree-applicable coursework may be obliged to take more courses at the University than his or her degree program requires, simply to meet the residence requirement. UT Austin Extension courses do not count as in residence coursework.

E-M AIL

E-mail is a mechanism for official University communications to students. The University expects that e-mail communications will be received and read in a timely manner. Natural Sciences students are directed to obtain a *free* UT e-mail address and check it at minimum twice per week. Many outside e-mail providers (ex. Hotmail, Yahoo) treat university communications as spam messages. It is the student's responsibility to regularly read e-mails sent by the University, the College and his or her academic advisor.

SAN (SECURED ACADEMIC NOTE)

A SAN is a secure academic note and generally contains important and time sensitive information. You should read and respond (when directed) to the SAN immediately. Advisors and the CNS Student Division send SANs and email to students to notify them of important information and deadlines. It is a student's responsibility to read messages, read your SAN messages [here](#).



ACADEMIC ADVISING

What is advising?

Academic advising is a shared responsibility between an advisor and a student. Advisors help students clarify values and goals, assist with the selection of courses, are informed about educational options, degree requirements, policies and procedures and monitor and evaluate progress towards reaching proposed goals. We recommend that you keep in frequent contact with your advisor.

Other ways academic advisors can assist you:

- Help you in your goal to ensure success
- Provide correct current academic information
- Provide information regarding alternatives, limitations and possible consequences of academic decisions.
- Refer students to campus resources to meet their needs
- Review progress towards degrees to assure early detection of problems

Ways that students can help themselves:

- Be an active participant in your advising appointment
- See your advisor early in the semester in order to have adequate time for your questions
- Be on time for appointments or call early to cancel so another student can use the appointment time
- Review materials in advance and make a list of questions
- Follow through on referrals and recommendations made during the advising session
- Completing the College of Natural Sciences online Advising Worksheet for pre-advising registration

Automatic Transfer Equivalency System

The ATE system provides UT Austin transfer credit evaluations for courses commonly transferred from Texas colleges and universities.

Entry-Level Requirements

All CNS students are required to meet entry-level requirements prior to declaring a specific degree and major option. In order to meet entry-level requirements, all entry-level courses must be completed with a grade of c- or better and maintain good standing in CNS. Computer Science and Environmental Science have additional program requirements and require higher than a 2.0 GPA. [Click here](#) for specifics.



TEXAS Science

FIRST-YEAR STUDENTS

COLLEGE READINESS

College Readiness is designed to assess a student's abilities in math and chemistry. This ensures that you take the courses that align with your needs and will give you the best opportunity for success.

UT offers assessments for math and chemistry that are an effective way for the University to ensure that each student is placed into courses that best fit their needs and abilities.

Students admitted to Natural Sciences, Engineering, Geosciences, Business, Economics, B.S. Psychology, other majors requiring Calculus, or who are pursuing pre-professional health sciences, must purchase a Math Readiness Package. The Math Readiness Package includes a warm up assessment, learning modules, and access to the online proctored UT Math Assessment. Students are limited to two attempts per semester.



Students planning to take CH 301 (Principles of Chemistry I) are required to purchase and complete the ALEKS Chemistry Assessment to place into the course. Not all incoming majors will take CH 301.



Do not purchase the ALEKS Chemistry Assessment if you are unsure whether you will take CH 301 (no refunds). At orientation, you will discuss what courses you will register for during your first semester.

Each semester, the College Readiness site is updated with course drop deadlines for calculus and CH 301. Be sure to check our [College Readiness website](#) which offers more information about College Readiness including FAQ's. If you have any questions or concerns, please email: readiness@cns.utexas.edu.

REGISTRATION INFORMATION

Breaking down the Course Schedule

Course abbreviation

of credit HRS

Course title

CH 302 PRINCIPLES OF CHEMISTRY II

52385

TTH

930 to 1100a

WEL 2.224

VANDENBOUT, D

open

unique #

class location

professor

meeting days/times

make sure
the class is available

What Courses Should I Take?

- Run an audit on our Interactive Degree Audit (IDA) system to find what classes you have left to take: <http://registrar.utexas.edu/students/degrees/ida>
- Math class (if you still need one)
- 3-6 hrs of your major specific coursework
- 3-6 hrs of Other Degree requirements
- If you have completed your Core Curriculum requirements and need to take classes to fill your schedule, look into a certificate program.

Miscellaneous Tips:

- You have until the 12th class day to finalize your schedule.
- Restricted Courses – If a course is listed as restricted, please check the course description for information or contact the department offering the course.
- Classes can be scheduled back-to-back if need be. Classes end 10 minutes on MWF and 15 minutes on TTH before the time listed on the course schedule. (i.e. 1-2pm class will get out at 1:50 pm)

Sample Fall Schedules

by major

Astronomy

UGS 302/3 - Signature Course
M 408C/N - Calculus
AST 307 or CH 301
AST 104 - Astronomy Seminar
Core Curriculum course*

Biochemistry

UGS 302/3 - Signature Course
M 408C/N - Calculus
CH 301 - Principles of Chemistry I
BIO 311C - Introductory Biology I
Core Curriculum course*

Biology/MLS

UGS 302/3 - Signature Course
M 408C/N/R - Calculus
CH 301 - Principles of Chemistry I
BIO 311C - Introductory Biology I
Core Curriculum course*

Chemistry

UGS 302/3 - Signature Course
M 408C/N - Calculus
CH 301 - Principles of Chemistry I
Core Curriculum course*
Core Curriculum course*

Computer Science

UGS 302/3 - Signature Course
M 408C/N - Calculus
C S 312 - Intro to Programming
Core Curriculum course*
Core Curriculum course*

Human Development & Family Sciences

UGS 302/3 - Signature Course
CH 301 - Principles of Chemistry I
SDS 302 or M 408N
HDF 304 - Family Relationships
PSY 301 - Intro to Psychology

Mathematics

UGS 302/3 - Signature Course
M 408C/N - Calculus
Core Science & Technology, pt I
Core Curriculum course*
Core Curriculum course*

Neuroscience

UGS 302/3 - Signature Course
M 408C/N - Calculus
CH 301 - Principles of Chemistry I
BIO 311C - Introductory Biology I
Core Curriculum course*

Nutrition

UGS 302/3 - Signature Course
SDS 302 or M 408N
CH 301 - Principles of Chemistry I
BIO 311C - Introductory Biology I
Core curriculum course*

Physics

UGS 302/3 - Signature Course
M 408C/N - Calculus
CH 301 - Principles of Chemistry I
PHY 110C - Science of the Times
Core Curriculum course*

Public Health

UGS 302/3 - Signature Course
M 408C/N/R - Calculus
CH 301 - Principles of Chemistry I
BIO 311C - Introductory Biology I
Core Curriculum course*

Textiles & Apparel

UGS 302/3 - Signature Course
SDS 302 or M 408N
TXA 301 - Clothing in the Planet
TXA 205, 105L - Textiles, lab
Core curriculum course*

Undeclared/Pre-Dental, Medical, Pharmacy

UGS 302/3 - Signature Course
M 408C/N - Calculus
CH 301 - Principles of Chemistry I
BIO 311C - Introductory Biology I
Core Curriculum course*

***Core Curriculum Course Options**

UGS 302/3 - Signature Course
RHE 306 - Rhetoric & Writing
US History (various options)
GOV 310L - American Government
Social Science (various options)
Visual & Performing Arts (various options)

THINGS YOU THINK EVERYONE KNOWS BUT YOU

1. Email and SANs

- CNS students are directed to sign up for a free email account provided by the University of Texas.
- A SAN is a secure academic note and generally contains important and time sensitive information. You should read and respond (when directed) to the SAN immediately.
- Advisors and the CNS Student Division send SANs and email to students to notify them of important information and deadlines.
- It is a student's responsibility to read messages.

2. Course Numbering System

- Each course has an abbreviation and a three-digit number, which gives information about the course.
- The first number represents the semester hours of credit. The last two numbers represent the department level of the course.

01 through -19 is lower-division (first-year/sophomore)

20 through -79 is upper-division (junior /senior)

80 + is graduate level courses.

Examples: SPN 508K is a five hour lower-division course. BIO 325 is a three hour upper-division course.

3. How many courses should I take?

- It is recommended Natural Sciences majors take 14-15 hours a semester in order to make satisfactory progress towards a degree and graduate in four years, and to take advantage of the Flat Rate Tuition policy. A student must take at least 12 semester hours to be full-time.

4. Classification

- Classification is determined by the number of hours a student has completed. Claimed placement credit and transfer hours reported to the University are included in calculations.

0-29	semester hours	First-year
30-59	semester hours	Sophomore
60-89	semester hours	Junior
90+	semester hours	Senior

5. How often do classes meet?

- During the fall and spring semesters, three-hour courses typically meet three times a week (MWF) for 50 minutes or two times a week (TTH) for 75 minutes.
- There are some exceptions. For example, M 408C, Calculus, meets five times a week - three times for lecture if it is a MWF course, and two times for discussion.
- Students typically have ten minutes between classes on MWF and fifteen minutes TTH to get to your next class.

6. How are college classes different than highschool?

- In one fifty-minute class period, the professor may cover more material than was covered in a week in high school.
- The amount of assigned homework can be *three times* as much as that in high school.
- Doing homework in college is a must for a student to keep up with the course curriculum.

6. How do I look up courses?

- On the online course schedules, each department lists the courses offered each semester. Each course has a unique number assigned to it. Some courses have multiple sections with an individual unique number for each section.
- When a student registers, if a particular course/section is not full, he or she can add it to his or her schedule. If it is full, a student can use the search function on the on-line course schedule to look for an open section, or if available, add him/herself on an electronic waitlist. A student should be prepared to choose alternate courses/sections during registration.

7. Beware of prerequisites!

- Students should always check the Course Schedule or Undergraduate Catalog for prerequisites.
- Many courses have prerequisite courses or test scores. Students who do not meet prerequisites run the risk of being dropped from a course.
- Students should check the headnotes in the course schedule for prerequisites.

Course descriptions should be read thoroughly to verify a student is registering for the correct course. To read the description on the online course schedule, a student must click on the specific unique number of the course he or she is interested in.

8. How is GPA calculated for an undergraduate at UT Austin?

- The cumulative grade point average for an undergraduate includes all work undertaken at the University of Texas at Austin (including credit by examination, correspondence, and extension) for which a letter grade is recorded. Courses in which the symbol *Q*, *W*, *X*, or *CR* is recorded are not included in GPA calculation.
- Since September 15, 2006, the University has awarded only the symbol *CR*, rather than letter grade, for credit earned by exam.
- Beginning Fall 2009, the University will use the following numerical equivalents of letter grades in calculation of undergraduate grade point average:

Letter Grade	Grade Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

TIPS FROM CURRENT STUDENTS

- Go to class and pay attention (you would be amazed how just simply doing that makes a huge difference when exams come around).
- Yes, school is important, but make sure you balance your life with other things (in a safe and healthy way of course! Don't completely neglect school – that's why you're here!).
- Reserve rooms in the PCL if you want quiet time.
- Mid-terms aren't actually in the middle of term. They're whenever the professor wants them to be, so always be studying.
- Get a calendar. Use it.
- Don't be discouraged if you don't do as well as you had hoped on an exam. Learn from it. Go to office hours and form a study group with some classmates!
- Going to tutoring is normal and encouraged! You'll quickly notice kids who seem like they know what they're talking about in a class – that's because they're going to tutoring!
- Take a class that's kinda out there. Don't just do STEM24/7.
- Research majors/ degrees/ minors/ certificates to ensure you are in the right program. There are so many options and the earlier you do this, the easier it is to make sure that you are graduating in a timely manner.
- Explore the various study spots here on campus (these include: Welch patio, The Stacks in the Life Science Library, and the 2nd floor outside corridor between Bates and Mezes hall in the six-pack).
- Learn when you are most productive and study during that time of the day.
- Don't study in bed.
- Find different places to study and know what learning environment works best for you.
- Have a pair of rain boots & an umbrella (and check the weather before you leave!!).
- Take time getting to know people and making friends (inside and outside of class) and avoid isolation, unless you really need to study - build a community.
- At the beginning of each year, clubs and organizations like to host meetings with food, it's a great place to meet people, and it's free food!
- The buses might seem scary, but they're actually alright. You can use Google maps to see what buses will take you where you want to go, where the stop is, when to get off, when the next bus gets there – basically everything you need.
- If you plan on living in an apartment next year then you'll usually want the application in by the beginning of December.
- If you are looking for a job, check out HireALonghorn (on-campus jobs are great because they work around your class schedule, and pay pretty decently too).
- If you are interested in something (such as research, internships, volunteering, etc.), get involved and pursue it. The more you hesitate, the more you regret not taking the initiative.
- Learn how to budget early, be smart with your money.
- Finding a balance between school and social life is important.
- Don't spend more money than you have to (look to see if the e-version of your textbooks are available via [UT Libraries](#), or try [Chegg](#) / [Amazon Prime Student](#)).
- If you have dine-in dollars, USE THEM, but be smart and make them last until the end of the school year (they even roll over to the next semester if you extra).
- There are apps (such as Tastebud) that offer discounts at the food places around campus.
- Speaking of good food places around campus: be sure to check out Torchy's Tacos, Taco Joint, Halal Bros, Coco's Café, Don's.
- Enjoy all of the restaurants that Austin has to offer!
- Remember that there is the entire city of Austin outside of UT. Go explore! (Be safe and always go with a group).
- Your campus is right across the street from the LARGEST IMAX SCREEN in Texas. Take advantage of that opportunity.
- And MOST IMPORTANTLY: Enjoy your time in college! Enjoy all of the opportunities you have while you are here. Don't take it for granted – it all goes by so fast!



GLOSSARY

Academic Advising: This consists of a student meeting with an advisor to discuss courses, majors, careers, concerns and goals. All first-year students are required to meet with an advisor. Advising takes place in the Center for First-Year advising and the departmental advising centers, and is available year-round.

Adds and Drops: Changes in a student's schedule are accomplished by adding or dropping courses.

BA/BS/BSA: Abbreviations for Bachelor of Arts, Bachelor of Science, and the Bachelor of Science and Arts degrees.

Bar: This code is placed on a student's record and can prohibit him or her from registering for courses. It can be financial, non-financial or advising.

Course Schedule: A listing of all the courses (and their days and times) offered at the University for a specific semester. The *Course Schedule* is posted online prior to registration for the following semester's classes.

Dean: The faculty head of a college or school. Department chairpersons report to the dean.

Gone to Texas (GTT): A celebration by students, faculty, staff and administrators the night before classes begin to welcome incoming students and to begin the Fall semester.

GPA: Abbreviation for grade point average.

ID: A student identification card that also serves as a library card, check cashing card, Bevo Bucks, and test admission card. It is an admittance card to computer facilities, advising offices, the Recreational Sports Center, and the Capitol Metro bus system. (Do not confuse with a UT EID. See next page.)

IF Account: Abbreviation for Individually Funded Account. This account is needed to access computers, printers and Internet services from home or email, and to create a personal web page.

Prerequisite: A requirement a student must meet before taking a particular course at the University. A course may have more than one prerequisite that must be met. Examples include having completed another course with a specific grade or having a certain score on a placement exam.

SAN: Secure Academic Note sent by advisor or CNS Student Division. Read them!

UT EID: Abbreviation for UT Electronic Identifier. All students are assigned a UT EID (electronic identity) when they are admitted to the University.

WCH: Abbreviation for Will C. Hogg building. The College of Natural Sciences Student Division of the Dean's Office and the Center for First-Year Advising are located in WCH 1.106 – not to be confused with Hogg Auditorium (HMA) or Welch (WEL).